

12 AUG 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Establishment of Fifty Career Development Slots

1. On 28 July, the Director approved the establishment of fifty Career Development Slots to be carried on the T/O of the DD/A and re-allocated to the appropriate Office when a proposed career development plan had been approved by the CIA Career Service Board. This was to insure that continuing responsibility for the individual concerned was properly located. (see Tab A)

2. On 3 August, I directed the Chief, Classification and Wage Division, to prepare a new T/O allotment to your Office of fifty slots in order to carry out the terms of the Director's approval. (see Tab B)

3. By T/O Change Authorization, dated 6 August 1953, (copy attached), provision has been made for the allocation of fifty Career Development Slots to the T/O of the DD/A, effective 31 August 1953. This effective date coincides with the date established for abolishing Rotation Loan Slots. Individual Career Development Slots will be transferred to appropriate Offices as the CIA Career Service Board approves their allocation to accommodate specific career development actions.

4. During discussions with the Comptroller, I have been informed (see Tab C) that authorization was made on 5 August to the Director of Training to budget for the fifty Career Development Slots.

5. I recognize that the memorandum of 5 August does not constitute a T/O authorization as such. However, the inclusion in the budget of the Office of Training of the cost of salaries of the personnel involved implies that the Career Development Slots will be carried on the T/O of the Office of Training. In view of the apparent discrepancy between the Director's approval and the subsequent allocation of funds, I need your guidance in determining how the T/O should be set up.

PG	13	REV DATE	14/02/80	BY	006/99
ORIG COMP	32	OPI	32	TYPE	02
ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	10	AUTH	HR 76-3

GEORGE E. MELOON  
Personnel Director

Attachments - Tabs A, B, and C  
T/O Change Authorization

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Approved For Release 2000/05/08 : CIA-RDP78-03578A000200030015-2

FOR NO. 13  
IN CLASS 5  
NEXT REV DATE 10  
NO. PGS 2  
REV CLASS S  
REV COORD  
AUTH: HR 76-3  
DOC NO. 13  
NO CHANGE  
TO IS S  
RET. JUST. 22  
TYPE DOC. 02  
ORIG COMP 32  
OPI 32  
TYPE 02  
ORIG CLASS 5  
PAGES 2  
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JUST 22  
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AUTH: HR 76-3

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OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page of Pages	
DD/A		C	CONFIDENTIAL	31 August 1953	421		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
<p>This action cancels the following Rotation Loan Slots</p> <p>No. of Positions</p> <p>Office of the DCI 1</p> <p>Office of Training 1</p> <p>Office of the DD/P 1</p> <p>OSO (Now FI Staff) 5</p> <p>OPC (Now ██████████ Staffs) 25X1A 5</p> <p>Office of Communications 3</p> <p>TSS 1</p> <p>Office of the DD/I 1</p> <p>ONE 3</p> <p>OSI 3</p> <p>ORR 4</p> <p>OCI 3</p> <p>ODC 2</p> <p>OO 2</p> <p>Office of the DD/A 1</p> <p>Personnel Office 1</p> <p>General Services 1</p> <p>Comptroller's Office 1</p> <p>Security Office 1</p> <p>40</p>			<p>DD/A</p> <p>Career Development Authorization</p> <p>Career Development Slot Open CD - 1</p> <p>To</p> <p>Career Development Slot Open CD - 50 inclusive</p> <p>This action authorizes the establishment of 50 Career Development positions administratively assigned to the Office of the Deputy Director (Administration). These positions will be re-allocated by the DD/A to the Office concerned when the request of that Office for a Career Development Slot has been approved by the CIA Career Service Board.</p> <p>Approved by DCI, 28 July 1953. Reference: Memo, Personnel Director 3 August 1953.</p>				
NEW OFFICE TOTALS			APPROVAL				
DD/A T/O Strength ██████████			<p>The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.</p> <p>CONFIDENTIAL</p> <p>SIGNATURE</p> <p>Chief, Class. &amp; Wage Div.</p> <p>TITLE</p>				
FORM NO. 30-25 SEP 1952			T/O CHANGE AUTHORIZATION AUG 6 1953			(4-39)	

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